Village Hall
York Road
Earls Colne
CO6 2RN

10th September 2026

**To: Members of Earls Colne Parish Council**

**You are hereby summoned to attend**

**THE PARISH COUNCIL MEETING**
**TO BE HELD AT THE VILLAGE HALL (LARGE HALL)**
**ON TUESDAY 15th SEPTEMBER 2026 AT 7.00 PM**

**for the purpose of transacting the following business**

*Sophie Blair-Wolker*

Acting Clerk to the Council

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# A G E N D A

1. **Apologies for Absence**
To receive apologies for absence and to agree whether the reasons given are accepted.

2. **Minutes of the Parish Council Meeting** held on 18th August 2026 to be taken as read and signed as a correct record of decisions made by the Chairman.

3. **Declarations of Interest (existence and nature)** with regards to items on the Agenda. Councillors are reminded that the code of conduct provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

4. **Essex County Councillor (ECC) Update**
To receive an update from Councillor Rocha.

5. **Braintree District Councillor (BDC) Update**
To receive an update from Councillors Spray and Courtauld.

6. **Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.

7. **Chairman's Update**
To receive an update from the Chairman.

8. **Clerk's Update**
To receive an update from the Clerk.

9. **Finance and Internal Control**
(a) To nominate and agree a third bank signatory for the purposes of approving payments.

(b) To approve the accounts for payment.
(c) To note the Conclusion of Audit for 2025-26.

**10. Council Operations**

(a) To consider and agree the establishment of the Council's revised Working Group structure;
(b) To consider and agree the proposed membership of each Working Group, including whether membership shall be restricted to Parish Councillors or may include non-councillors, to be set out in the relevant Terms of Reference.
(c) To consider and agree the subscription to Parish Online services at an annual cost of £336+VAT, including 3 month free trial, to support the Council's asset management, inspection, maintenance and record-keeping arrangements.

**11. Planning**

(a) To consider the following planning applications, and any others submitted between the date of this agenda and the meeting:

**(i) 26/01945/TPOCON**
**Address:** Thatched Cottages, Halstead Road, Earls Colne, Essex CO6 2NF
**Description:** Notice of intent to carry out works to trees in a Conservation Area: Lime (T1) – pollard the tree to 8–9m in height. Lime (T2) – pollard the tree to 8–9m in height.
**Status:** Pending Consideration

**(i) 26/01859/ADV**
**Address:** The Lion PH, 9–11 High Street, Earls Colne, Essex CO6 2PA
**Description:** Signage to include: 1 externally illuminated hanging sign, 1 externally illuminated fascia sign, 3 non-illuminated handwritten signs and 1 non-illuminated mural.
**Status:** Pending Consideration

**(ii) 26/01841/LBC**
**Address:** The Lion PH, 9–11 High Street, Earls Colne, Essex CO6 2PA
**Description:** Proposed change of external wall colour and installation of new lighting and signage.
**Status:** Pending Consideration

**(iii) 26/01863/DD**
**Address:** 31 Halstead Road, Earls Colne, Essex CO6 2NL
**Description:** Notice of intent to carry out works under the dead or dangerous exemption – T1 Elm of TPO7/05 – remove dead Elm.
**Status:** No objections raised; work to commence.

**(iv) 26/01618/TPOCON**
**Address:** Car Park, Willow Tree Way, Earls Colne, Essex
**Description:** Notice of intent to carry out works to trees in a Conservation Area: Cherry Tree – crown reduction by 3m and crown thin by 30%.
**Status:** No objections raised; work to commence.

**(v) 26/01534/HH**
**Address:** 42 Coggeshall Road, Earls Colne, Essex CO6 2JP
**Description:** Proposed single-storey rear extension, removal of existing chimneys, and installation of two rear rooflights.
**Status:** Application granted.

(b) To consider and formally approve the Parish Council's proposed response to Braintree District Council's Local Plan Review in respect of the proposed sites EARL2119E1 and EARL2119E2.
(c) To consider and agree to undertake a targeted health check of the Earls Colne Neighbourhood Plan to ensure that it remains fit for purpose in light of the emerging Braintree District Local Plan Review.

**12. Highways**

To receive an update on outstanding Highways matters.

**13. Village Environment**

(a) To note the recent resignation of the current Earls Colne Tree Warden and agree the appointment of a replacement Earls Colne Tree Warden.
(b) To consider and agree the appointment protocol for the Earls Colne Tree Warden.
(c) To consider and agree that the village litter bins require upgrading and/or replacement, and that research be undertaken to establish land ownership and whether responsibility for the bins rests with the Council, BDC or ECC.

**14. Section 106**

(a) To receive an update on the Mary Gee Green Project.

**15. Village Hall**

(a) To receive an update from the Village Hall team.
(b) To consider and agree to the Earls Colne Heritage Museum's request to hire the Small Hall during the period of the Museum's renovation works, with the Parish Council covering the cost of the associated hire charges.

**16. General Information**

To receive any brief notices or reminders from Councillors or the Clerk. No decisions will be made under this item.

**17. Private & Confidential**

(a) **Motion**: Under the Public Bodies (Admissions to Meetings) Act 1960 s.1(2), the Parish Council to exclude members of the press and public for the duration of this meeting to consider the following confidential items-
(b) To consider quotes received to upgrade the main circuit board at the Village Hall to conform to the incoming regulations, and to appointment a contractor to cover the works.

**Meeting:** **Full Council**
**Date/Time:** **Tuesday 15th September 2026 @ 7pm**
**Location:** **Earls Colne Village Hall**

## Appendix Pack

| Agenda Item | Report Title |
|---|---|
| 2 | Minutes of the meeting Tuesday 18th September 2026 |
| 4 | Essex County Council Report- September 2026 |
| 5 | Braintree District Council Report- September 2026, Cllr G Spray |
| 7 | Chairman's Report, Cllr I Sparks |
| 8 | Clerk's Report, Sophie Blair-Wolker |
| 9 | Financial Reports |
| 11 | Planning Report, Cllr Dennis, Vice-Chair |
| 11(b) | E1 & E2 Response Draft |
| 11(c) | Neighbourhood Plan Health Check Recommendation |
| 12. | Highways Report, Cllr I Sparks |
| 13(b) | Tree Warden Protocol Draft |
| 13(c) | Bin Replacement Report, Cllr J Jemmett |
| 15(a) | Village Hall Team Report- Sept 2026, Cllr B Cook |
| 15(b) | Earls Colne Museum Request, Cllr I Sparks |

**REPORT FOR THE COLNES PARISH COUNCILS SEPTEMBER 2026**

Whilst August tends to be a quieter month for District Council meetings, the Planning Committee met on the 4th, I attended Earls Colne PC on the 18th and I have been very busy with internal meetings and briefings to do with the Local Plan next steps

**TREE PLANTING GRANT FUND:** Braintree District Council has launched a £75,000 Community Tree Planting Grant Fund to support local tree planting projects across the District. With the necessary permission, projects may take place on public, community, school, parish, charitable or privately owned land provided there is clear evidence of community involvement, community access or a wider public benefit.

The closing date for Applications is midnight on Sunday 11th October 2026. There are three categories:

Small Grant Application 0-£1,000

Medium Grant Application £1,001-£5,000

Larger Grant Application £5,001-£15,000

The Council has contacted schools, parish councils and local environmental groups directly to make them aware of the grant fund. More information and access to the online application form and full grant pack can be made via the Council's website:

https://www.braintree.gov.uk/community-health-wellbeing/community-tree-planting-grant

**AGE WELL FAIR:** On Thursday 8th October, the Council will be hosting this event from 10.00am – 13.00pm in Witham Public Hall, Collingwood Road, Witham CM8 2DY. Admission is free to attend and over 35 organisations will be there to offer advice, support and help. The theme for this event is "Get Ready for Winter".

**SUCCESSFUL PROSECUTION:** On 21st August at Colchester Magistrates Court a successful prosecution was brought against a man operating as a scrap metal dealer without a licence. This follows officers from Braintree Council's Street Scene Enforcement and Licensing Teams supported by Essex Police undertaking a routine stop check of a Mercedes Panel Van on Colchester Road in Halstead in April this year. The offender was fined £600, issued with a victim surcharge of £264 and ordered to pay the Council's full costs of £2347.37. The collection and storage of scrap metal is regulated under the Scrap Metal Dealers Act 2013 with the aim of preventing the scrap metal industry from being the central market for stolen metal.

Best regards

Cllr Gabrielle Spray

Chairmans report September 26

You will notice that we are slightly depleted at the moment in Councillors, however, we have vacancies and are always looking for Community minded residents to join us and help the Parish grow. Interested?  Contact the Clerk at the Parish Office for more info.

Proving that ideas and suggestions are dealt with by the Councillors from you, reports will show that we listen, contact the appropriate Authority and hopefully, because we depend on them doing something, things will happen.  One suggestion, small but valuable, was with regards to the Parish Magazine showing the wrong time of the meetings.  Contacted, details rearranged regarding personnel and times and hopefully reprinted correctly.

Rumours spread around the Community via Social Media again regarding a resident who advised the Parish Council on certain matters. Some were totally inappropriate and should not have been allowed to be posted, but then admins have the last word and of course Free Speech is a fundamental basis of Democracy, in some cases rightly or wrongly.  I can squash any further rumours as the person has relinquished their post with the Parish Council.

You will hear tonight how the Parish Council would like to reform/rearrange Committees and Work Groups to make them encompass subjects and items that have been disjointed in the past.

Lastly,  You will notice our new Clerk Sophie joining me in this meeting to assist.  She officially takes over on 8th October and we wish her well in her new appointment.  Our present Clerk Sarah retires on the 7$^{th}$, and being one of the original members of the Parish Council in the dark days of June 2025, I can say that when she was offered to us by BDC,  within a month we were mind blown by her knowledge, enthusiasm and work ethic to help us turn the Parish Council round.  I could go on for hours, and usually do, but this time it is with sadness that we say goodbye, millions of thanks for your work and we wish you the best in your new venture.  Thank you.

# Clerk's Report

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| **Title** | Clerks Report- Full Council Meeting 15th September 2026 |
| **Published by:** | Sophie Blair-Wolker, Acting Clerk |
| **Agenda item:** | 8 |

**Purpose of Report**

This report has been prepared by the Acting Clerk to provide Members with an update on current administrative and operational matters and to identify matters requiring further consideration by the Council.

As the Acting Clerk was not in post as Clerk at the previous Parish Council meeting held on 18th August 2026, matters arising from previous meetings are reported based on the information and records available to the Acting Clerk where appropriate.

Work has focused on familiarisation with the Council's current arrangements, reviewing outstanding matters, progressing actions where appropriate, and supporting the preparation of this meeting's agenda and associated reports.

Where a decision is required, the relevant matter has been included separately on the agenda for consideration and resolution.

***Each item on this report is provided in line with the current agenda, and therefore will be discussed accordingly at each item.***

**Item 9(d)- To nominate and agree a third bank signatory for the purposes of approving payments**

The Council is asked to consider the appointment of a third bank signatory for the Council's bank accounts. In accordance with the Council's Financial Regulations[1] and the Smaller Authorities' Proper Practices Panel (SAPPP) statutory guidance, the Council maintains an online banking and payment system. To ensure operational continuity, prevent payment delays during absences, and maintain robust internal controls, that a minimum of three active signatories is be held on the bank mandate.

**Decision required- Yes.**

[1] Earls Colne Financial Regulations

## Clerk's Report

| **Item 10(a)- To consider and agree the establishment of the Council's revised Working Group structure** |
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**Background**

Alongside the Council's current committees, the Council had established Working Groups to consider specific projects, areas of interest and pieces of work in greater detail. These working groups provide a useful means of involving Councillors in these areas, however arrangements have not been consistent. As a result, this has created uncertainty regarding the membership, responsibilities, reporting arrangements and a lack of mechanism for reviewing groups when circumstances change,. Where there has been no clear terms of reference for each working group, operational matters had been dealt with on an ad-hoc basis with information and actions being progressed in an untimely manner.

**Recommendation**

As part of the wider organisational review, consideration has been taken to how councillors can provide more effective support to the Acting Clerk in progressing the Council's ongoing work in their future role of Clerk & RFO in October.

It is proposed that the Council establishes a revised Working Group structure to provide a clear and consistent mechanism for councillor involvement in specific areas of Council activity. The proposed Working Groups are: Village Hall Working Group; Village Environment Working Group; Section 106 Working Group; Highways and Facilities Working Group; Community Engagement and Events Working Group and Earls Colne in Bloom.

The Working Groups are intended to provide practical support, local knowledge, assist with reviewing issues, gathering information, identifying priorities, supporting projects and developing recommendations for consideration. Working Groups and individual councillors will not have authority to direct Council staff or instruct contractors. Requests, concerns or actions must be referred through the Clerk. Any decisions relating to day-to-day facility or asset management will be made in accordance with the relevant delegated powers of the Clerk. Where a matter falls outside existing delegated authority and requires a decision of Full Council, the Clerk will bring the matter forward for consideration with a formal decision made by Full Council.

It is recommended that the Working Groups operate on a flexible basis and meet as required on a monthly or bi monthly basis. This will allow each group to respond proportionately to the amount of work within its remit. Following establishment, Each group will need to have an agreed membership and Terms of Reference which will define its purpose, scope and areas of responsibility. The Terms of Reference will also provide clarity around the relationship between each Working Group, the Clerk, the Council's formal committees and Full Council. Each group will identify its initial priorities and develop a programme of work aligned with the Council's wider organisational objectives. To support this arrangement, the Clerk will provide Working Groups with a monthly operational guide where appropriate. This will identify matters requiring member input, ongoing issues, upcoming deadlines, projects requiring support and any matters which may need to be referred to a formal committee or Full Council. This will provide a consistent mechanism for the Clerk to obtain appropriate member support while maintaining a clear distinction between officer responsibilities and member decision-making. The proposed Working Groups will operate within the Parish Council's existing Standing Orders[2], Financial Regulations, Asset Management Policy[3] and approved Terms of Reference.

**Decision required- Yes**

**Item 10(b)- To consider and agree the proposed membership of each Working Group, including whether membership shall be restricted to Parish Councillors or may include non-councillors, to be set out in the relevant Terms of Reference.**

The background to this consideration is that the Working Group structure previously operated without formally adopted Terms of Reference. Consequently, there was no clearly documented framework setting out the purpose and remit of the Working Group, its membership, the respective responsibilities of councillors and non-councillors, reporting arrangements, delegated authority, access to information or requirements concerning the handling of confidential or sensitive information.

During the operation of the Working Group, information relating to Parish Council business and sensitive matters was subsequently shared outside the Working Group by a non-council member. This has highlighted the need for the Council to consider carefully who should have access to Working Group discussions, papers and information and what level of control is appropriate.

The purpose of this agenda item is therefore to establish the Council's preferred approach to Working Group membership before the Terms of Reference are prepared. Members are asked to determine whether they wish Working Groups to comprise Parish Councillors only, whether non-councillors should be permitted to participate, or whether membership should vary according to the purpose and nature of each individual Working Group.

The recent disclosure also demonstrates the potential risks associated with providing non-councillors with access to Parish Council information where the responsibilities and expectations of Working Group members have not been formally documented. Depending upon the nature of information shared, these risks may include the inappropriate disclosure of confidential or sensitive information, data protection implications where personal data is involved, potential breach of confidence, employment or personnel risks, commercial or procurement risks, reputational damage and difficulties in demonstrating that appropriate information-management arrangements are in place.

[2] Earls Colne Parish Council Standing Orders 2025
[3] Earls Colne Parish Council Asset Management Policy

 

## Clerk's Report

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| It should be recognised that non-councillor participation can provide valuable knowledge, experience and community input and may be appropriate for Working Groups dealing with matters where wider community involvement is beneficial. The outcome of this discussion will inform the subsequent preparation of Terms of Reference for each Working Group.<br><br>It is recommended that each Working Group has a minimum of three members, with larger groups where the number, value or breadth of the Council's assets and responsibilities warrants this. Previous arrangements suggest that individual Councillors are forced to take responsibility for particular areas of Council business or assets without sufficient support. Members are therefore encouraged to consider their availability and capacity to contribute when agreeing to join a Working Group, so that responsibility can be shared and groups can work effectively.<br><br>**Decision required- Yes.** |

| **Item 10(d)- To consider and agree the subscription to Parish Online services at an annual cost of £336+VAT, including 3 month free trial, to support the Council's asset management, inspection, maintenance and record-keeping arrangements.** |
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| Parish Online is a digital mapping and asset-management system specifically designed for local councils. It allows Council assets to be plotted geographically and information to be recorded against each asset, including details such as location, inspection dates, replacement values, photographs and supporting documents. The system includes dedicated asset categories, including benches, litter bins, dog waste bins, buildings and other types of Council infrastructure.<br><br>For Earls Colne Parish Council, this could provide a central and accessible record of Council-owned or managed assets, helping to support the ongoing inspection, maintenance and management of items such as litter bins, benches, play equipment, noticeboards, planters, buildings and other village assets. Information can be updated as inspections and maintenance take place, creating a live record rather than relying on separate spreadsheets, photographs or paper records.<br><br>The system also allows photographs and documents to be attached to individual assets and asset information to be exported into PDF or Excel reports. This could assist the Council in maintaining its asset register and providing supporting information for insurance and future maintenance planning.<br><br>The mapping functionality may also be useful when investigating matters such as land ownership, the location of Council assets, planning matters and other village infrastructure. Parish Online provides access to a range of mapping datasets, including Ordnance Survey mapping and property ownership information. |

## Clerk's Report

Members may wish to view the following official Parish Online resources before considering the subscription:

- **Parish Online Mapping – overview of the service:**
  Parish Online Mapping
- **Digital Asset Register – official tutorial and video:**
  Creating a Digital Asset Register – Parish Online

**Decision required- Yes, with the decision be reviewed on an annual basis.**

**Item- 13(a) To note the recent resignation of the current tree warden and agree the appointment of a replacement Earls Colne Tree Warden and background to 13(b) To consider and agree the appointment protocol for the Earls Colne Tree Warden.**

The Tree Warden provides a valuable community role in supporting the Parish Council with awareness of trees and the local environment. The role can provide a useful link between the Council and the community by helping to identify tree-related matters, raising concerns where appropriate and supporting the Council in maintaining an awareness of trees within the Parish.

It is recommended that the Tree Warden role should be restricted to Parish Councillors only. A Councillor-only arrangement would provide a clear line of accountability between the Tree Warden and the Parish Council, particularly as the role may involve raising matters with the Council, communicating with other authorities or landowners and dealing with information relating to trees, land and planning matters which include Council business and sensitive matters.

A Councillor undertaking the role would also give the benefit to the Council to be able to operate within the Council's existing Member governance arrangements, including the Code of Conduct the handling of confidential information, providing the Council with an established framework for managing the responsibilities associated with the role going forward.

The Tree Warden would not have independent authority to make decisions, incur expenditure or instruct contractors. The role would remain primarily advisory, with matters requiring a decision being referred to the Parish Council or, where appropriate, to the relevant authority or suitably qualified professional. If appointed, the Tree Warden will undertake relevant training appropriate to the role.

The Council should nevertheless recognise that a non-councillor Tree Warden could bring valuable specialist knowledge, experience and community engagement. The recommendation for a Councillor-only appointment is therefore based primarily on accountability, governance and the ability to operate within the Council's existing Member framework.

## Clerk's Report

**Decision required- Yes**

**Item- 13(c) To consider and agree that the village litter bins require upgrading and/or replacement, and that research be undertaken to establish land ownership and whether responsibility for the bins rests with the Council, BDC or ECC.**

It is recommended that the village litter bins require upgrading and/or replacement, and that research be undertaken to establish land ownership and whether responsibility for the bins rests with Earls Colne Parish Council, Braintree District Council or Essex County Council.

Information available to the Council records 35 existing litter-bin locations across the village, based on a review undertaken in January 2026. The locations include the High Street, Village Greens, play areas, recreation facilities, residential roads, the Memorial Garden, Primary School area and other public spaces. Factors identified for consideration include condition, remaining useful life, capacity, location, appearance, ease of maintenance and suitability for the surrounding area.

As an initial step, it is recommended that the Council agrees to undertake a review of the existing litter bins across the village before any specific replacement programme is considered. This will allow the Council to establish a clear and accurate picture of the current position and ensure that any future decisions are based on verified information.
The review should establish the location, ownership and condition of each bin, together with responsibility for emptying and maintenance and whether any permissions would be required for replacement or relocation. It is also recommended that the staff responsible for emptying and maintaining the bins are consulted as part of the review. Their practical experience will be valuable in identifying which bins operate effectively, any difficulties associated with particular designs or locations, maintenance requirements and any operational considerations that may not be apparent from a visual inspection/

The Clerk, working with the Village Environment Group, can undertake this initial review and collate the relevant information for consideration by the Council.

Once the review has been completed, the findings can be brought back to a future meeting of the Parish Council. This would allow Members to consider, on an informed basis, which bins require attention, whether replacement or upgrading is appropriate, what type of bin would be most suitable, and which authority or organisation is responsible for each location.

## Clerk's Report

| **Decision required- Yes.** |
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| **Item 16- General Information** |
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| **Ongoing matters being investigated**<br><br>Hearing Loop- Large Hall<br>Following the previous Parish Council meeting, concerns were raised regarding the audibility of proceedings for some members of the public. The Council is mindful of the importance of ensuring that meetings are as accessible as reasonably practicable to all attendees, including those who may rely on hearing aids or other hearing assistance. The Acting Clerk is currently undertaking further research into the matter and has been made aware that testing of the existing audio and hearing assistance arrangements available at the Village Hall has been conducted. It is important to establish whether the current equipment and set-up are operating as intended or whether any improvements or additional measures may be appropriate. Further action points will be discussed by Members at this meeting with the Acting Clerk taking forward any agreed actions, which may include seeking advice or assistance from an external specialist or equipment provider. The Acting Clerk will help assist in identifying a suitable solution to ensure that the Council's meeting arrangements are as accessible as reasonably practicable.<br><br>Village Maintenance and Bin Collections<br>The Acting Clerk has received a number of concerns from residents regarding missed bin collections and areas of land within the village which are considered to require trimming, cutting back or general maintenance. The Parish Council recognises that there are areas of the village which can, at times, appear untidy and appreciates that this can be a concern to residents. The Council is committed to maintaining a clean, tidy and attractive village environment and, within the responsibilities and resources available to it, does its best to ensure that parish-owned or maintained areas are appropriately managed. However, it is important to recognise that not all land within the parish is owned, maintained or controlled by the Parish Council. Responsibility for particular areas, including highway verges, footways, privately owned land and land belonging to other public authorities, may rest with another organisation or landowner. Similarly, household waste and recycling collections are the responsibility of the relevant waste collection authority and are not a Parish Council service.<br><br>The Acting Clerk is therefore investigating the concerns raised and, where the matter falls outside the Parish Council's responsibility, will identify and refer the matter to the appropriate authority or landowner. Where appropriate, residents will also be provided with the relevant contact details so that they can report matters directly to the organisation responsible.<br>This approach is intended to ensure that concerns are directed to the organisation with the appropriate legal responsibility and operational resources to investigate and resolve them. It will also help the Parish Council to use its limited staff time and financial resources |

 

## Clerk's Report

appropriately, rather than undertaking repeated correspondence or investigations in relation to matters for which it has no responsibility or legal authority to act.

**The Acting Clerk will continue to monitor matters raised with the Council and will provide updates to Members where there is a matter requiring Parish Council consideration or action.**

# Earls Colne Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 11/09/2026)

### Car Park & Conveniences

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 142 | CP Rates | | | 2,500.00 | 2,536.03 | | | | | 2,536.03 | 1,151.40 | | 1,151.40 | | |
| 143 | CP Water | | | 1,000.00 | 786.42 | | | | | 1,000.00 | 493.82 | | 493.82 | | |
| 144 | CP Electricity | | | 1,300.00 | 2,176.98 | | | | | 1,300.00 | 415.94 | | 415.94 | | |
| 145 | CP Insurance | | | | | | | | | | | | | | |
| 147 | Cleaning/Janitorial Su | | | 300.00 | 234.90 | | | | | 300.00 | 37.23 | | 37.23 | | |
| 148 | CP Maintenance | | | 450.00 | 3,194.43 | | | | | 1,500.00 | 213.29 | | 213.29 | | |
| 149 | Security Alarm | | | 150.00 | 340.00 | | | | | 150.00 | | | | | |
| 151 | EV Charging | | | | | | | | | | | | | | |
| | **SUB TOTAL** | | | **5,700.00** | **9,268.76** | | | | | **6,786.03** | **2,311.68** | | **2,311.68** | | |

### General Administration

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 4 | Stationery Misc | | 9.19 | 1,200.00 | 584.58 | | | | | 400.00 | 158.51 | | 158.51 | | |
| 5 | Insurance | | | 5,000.00 | 5,298.47 | | | | | 5,500.00 | 5,315.62 | | 5,315.62 | | |
| 6 | Equipment | | | 1,000.00 | 1,786.73 | | | | | 500.00 | 36.63 | | 36.63 | | |
| 7 | Postage | | | 10.00 | 8.99 | | | | | 10.00 | | | | | |
| 8 | Audit Fee | | | 1,550.00 | 985.00 | | | | | 1,600.00 | | | | | |
| 9 | Memberships | | 392.40 | 1,200.00 | 5,207.91 | | 124.80 | | 124.80 | 2,000.00 | 3,003.13 | | 3,003.13 | | |
| 10 | Tea/Coffee/Milk | | | 500.00 | 213.72 | | | | | 250.00 | 105.87 | | 105.87 | | |
| 11 | Training | | | 1,200.00 | 1,071.17 | | | | | 2,000.00 | 972.00 | | 972.00 | | |
| 12 | Annual Report | | | 250.00 | | | | | | | | | | | |
| 13 | Neighbourhood Plan | | | 250.00 | | | | | | | | | | | |
| 14 | S137 | | | 100.00 | | | | | | | | | | | |
| 15 | Grants to local orgs | | | | | | | | | 2,000.00 | | | | | |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 16 | Community Special | | | 1,600.00 | | | | | | 1,600.00 | | | | | |
| 17 | Bank Interest | | 1,619.26 | | | 1,200.00 | 394.12 | | 394.12 | | | | | | |
| 18 | Grants | | 1,306.50 | | 5,963.01 | | 2,035.44 | | 2,035.44 | | 500.00 | | 500.00 | | |
| 19 | Precept | | 177,332.00 | | | 182,650.00 | 91,325.00 | | 91,325.00 | | | | | | |
| 21 | Neighbourhood Plan C | | | | | | | | | | | | | | |
| 22 | Devolution Scheme | | | | | | | | | | | | | | |
| 23 | VAT | | 3.89 | | | | 6,182.75 | | 6,182.75 | | | | | | |
| 24 | Website | | | 1,100.00 | 725.87 | | | | | 650.00 | 380.68 | | 380.68 | | |
| 25 | Poo Bags | | 163.30 | 1,000.00 | | | 43.22 | | 43.22 | 500.00 | 119.80 | | 119.80 | | |
| 26 | Communications | | | 570.00 | 687.87 | | | | | 650.00 | 333.20 | | 333.20 | | |
| 27 | Computing Hardware | | | 150.00 | 599.14 | | | | | | | | | | |
| 28 | Computing Software | | | 1,750.00 | 2,817.93 | | | | | 2,200.00 | 1,225.50 | | 1,225.50 | | |
| 29 | Photocopier | | | 2,500.00 | 3,942.14 | | | | | 2,500.00 | 1,047.69 | | 1,047.69 | | |
| 32 | Legals | | | 5,000.00 | 10,590.62 | | | | | 15,000.00 | | | | | |
| 33 | Section 106 | | 18,752.98 | 250.00 | 3,350.00 | | | | | | | | | | |
| 34 | Staff Christmas | | | 500.00 | | | | | | | | | | | |
| 504 | Inspections | | | | 951.00 | | | | | 100.00 | | | | | |
| 505 | Bank charges | | 25.00 | | 93.41 | | 300.00 | | 300.00 | | 93.60 | | 93.60 | | |
| | **SUB TOTAL** | | **199,604.52** | **26,680.00** | **44,877.56** | **183,850.00** | **100,405.33** | | **100,405.33** | **37,460.00** | **13,292.23** | | **13,292.23** | | |

## Museum

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| **Code** | **Title** | **Budget** | **Actual** | **Budget** | **Actual** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Budget** |
| 126 | Museum Grant | | | 1,200.00 | | | 211.64 | | 211.64 | 1,200.00 | 1,200.00 | | 1,200.00 | | |
| | **SUB TOTAL** | | | **1,200.00** | | | **211.64** | | **211.64** | **1,200.00** | **1,200.00** | | **1,200.00** | | |

# Earls Colne Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 11/09/2026)

### Projects

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 500 | Village Hall mural | | | | | | | | | | | | | | |
| 501 | Levelling Up Grant - B | | | | 2,000.00 | | | | | | | | | | |
| 502 | Enovert | | 5,427.00 | | 5,427.00 | | 15,170.00 | | 15,170.00 | | 1,015.00 | | 1,015.00 | | |
| 503 | Warm Welcome - EAL | | | | 160.14 | | | | | | | | | | |
| | **SUB TOTAL** | | **5,427.00** | | **7,587.14** | | **15,170.00** | | **15,170.00** | | **1,015.00** | | **1,015.00** | | |

### Staff remuneration

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 3 | Employer NI | | | 5,200.00 | 18,720.48 | | | | | 8,724.00 | 3,414.99 | | 3,414.99 | | |
| 41 | Pension Contributions | | | 2,500.00 | 6,313.87 | | | | | 13,653.00 | 5,409.57 | | 5,409.57 | | |
| 81 | Staff Salaries | | | 107,000.00 | 57,402.90 | | | | | 88,000.00 | 26,067.50 | | 26,067.50 | | |
| | **SUB TOTAL** | | | **114,700.00** | **82,437.25** | | | | | **110,377.00** | **34,892.06** | | **34,892.06** | | |

### Village Environment

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 42 | Highways/CCTV | | | 500.00 | | | | | | 1,000.00 | 47.48 | | 47.48 | | |
| 43 | Repairs & Maintenanc | | | 1,000.00 | 534.89 | | | | | 500.00 | 754.50 | | 754.50 | | |
| 44 | Community Worker Ec | | 5,500.00 | 250.00 | 2,342.03 | | | | | 1,500.00 | 17,042.02 | | 17,042.02 | | |
| 45 | Fuel | | | 250.00 | 236.96 | | | | | 300.00 | 284.76 | | 284.76 | | |
| 46 | Vehicle Insurance | | | | | | | | | 675.00 | 260.71 | | 260.71 | | |
| 47 | Playground Equipmen | | 49,434.63 | 1,000.00 | 68,247.26 | | | | | 1,000.00 | | | | | |

# Earls Colne Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 11/09/2026)

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 48 | Litter Bins | | | 200.00 | 188.26 | | | | | 2,000.00 | 42.00 | | 42.00 | | |
| 51 | Dog bins | | | | | | | | | 305.00 | | | | | |
| 52 | Telephone Kiosk | | | | 300.00 | | | | | 500.00 | | | | | |
| 53 | Water Pump | | | 200.00 | | | | | | 200.00 | | | | | |
| 54 | Allotments | | | | | | | | | | | | | | |
| 55 | Church Clock | | | 800.00 | 350.00 | | | | | 500.00 | | | | | |
| 56 | Amenity Electric Vehic | | | 500.00 | 2,577.17 | | | | | 500.00 | 83.81 | | 83.81 | | |
| 57 | Defibrillator | | | 220.00 | | | | | | 500.00 | | | | | |
| 58 | Street Lighting Mainte | | | 600.00 | 933.31 | | | | | 3,000.00 | 197.00 | | 197.00 | | |
| 59 | Street lighting Energy | | | 2,800.00 | 3,110.28 | | | | | 3,250.00 | 453.24 | | 453.24 | | |
| 60 | Special Events | | 600.00 | 3,000.00 | 30.00 | | | | | 1,000.00 | 525.00 | | 525.00 | | |
| 61 | Christmas Tree/Carol : | | | 600.00 | 783.70 | | 259.00 | | 259.00 | 500.00 | | | | | |
| 62 | Planting | | | 300.00 | 105.21 | | | | | 500.00 | | | | | |
| 63 | Trees | | | 1,500.00 | 4,840.00 | | | | | 2,000.00 | 665.00 | | 665.00 | | |
| 64 | Grass Cutting | | | 100.00 | | 94.50 | 406.16 | | 406.16 | | | | | | |
| 65 | Allotment Fees | | 10.00 | | | 10.00 | | | | | | | | | |
| 66 | Street Cleaning | | 3,291.58 | | | 3,200.00 | 3,390.33 | | 3,390.33 | | 290.64 | | 290.64 | | |
| 67 | VE Window Cleaning | | | | | | | | | | | | | | |
| 68 | Contractors | | | | | | | | | | | | | | |
| 69 | Sundries | | | 600.00 | 4.37 | | | | | | 62.09 | | 62.09 | | |
| 71 | Memorial | | | 200.00 | 37.50 | | | | | 100.00 | | | | | |
| | **SUB TOTAL** | | **58,836.21** | **14,620.00** | **84,620.94** | **3,304.50** | **4,055.49** | | **4,055.49** | **19,830.00** | **20,708.25** | | **20,708.25** | | |

## Village Hall

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 82 | VH Rates | | | 1,700.00 | 1,873.13 | | | | | 1,875.00 | 1,532.84 | | 1,532.84 | | |
| 83 | VH Maintenance | | | 8,000.00 | 2,738.81 | | | | | 7,500.00 | 6,179.82 | | 6,179.82 | | |
| 84 | Hall Hire | | 15,390.50 | | 65.00 | 13,175.00 | 7,300.75 | | 7,300.75 | | | | | | |

# Earls Colne Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 11/09/2026)

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 85 | VH Insurance | | | | | | | | | | | | |
| 86 | VH Electricity | 35.00 | 4,500.00 | 2,414.36 | | | | | 2,700.00 | 997.27 | | 997.27 | |
| 87 | Gas | 160.00 | 13,000.00 | 5,125.47 | | | | | 5,775.00 | 918.06 | | 918.06 | |
| 88 | VH Water | | 600.00 | 302.44 | | | | | 250.00 | 1,702.34 | | 1,702.34 | |
| 89 | VH Legionella | | | | | | | | | | | | |
| 90 | District Councillor Proj | | | | | | | | | | | | |
| 91 | Fire Exits/Alarms/Eme | | 1,000.00 | 777.70 | | | | | 1,300.00 | 925.09 | | 925.09 | |
| 92 | Cleaning/Cloakroom S | | 1,000.00 | 411.87 | | | | | 360.00 | 249.13 | | 249.13 | |
| 93 | Waste Collection | | 1,700.00 | 1,779.04 | | | | | 420.00 | 1,505.76 | | 1,505.76 | |
| 94 | License Fees | | 200.00 | 90.00 | | | | | 150.00 | | | | |
| 95 | Refurbishment | | 2,000.00 | 17,582.00 | | | | | | | | | |
| 96 | Stairlift | | 160.00 | | | | | | 300.00 | | | | |
| 98 | Contractors | | 250.00 | | | | | | | | | | |
| 99 | Sundries | | 600.00 | 859.89 | | | | | 250.00 | 95.00 | | 95.00 | |
| 101 | Defibrillator Consumal | | | | | | | | 200.00 | 67.99 | | 67.99 | |
| 102 | Window Cleaning | | 500.00 | | | | | | 600.00 | | | | |
| 103 | Loan Repayment | | | | | | | | | | | | |
| 104 | Hall Hire Deposit | -100.00 | | 220.00 | | -45.00 | | -45.00 | | | | | |
| 105 | Community Hub | | | | | | | | 1,000.00 | 163.61 | | 163.61 | |
| 106 | Floors and Windows | | | | | | | | 8,000.00 | | | | |
| 107 | Equipment | | | | | | | | 850.00 | 3,477.09 | | 3,477.09 | |
| | **SUB TOTAL** | **15,485.50** | **35,210.00** | **34,239.71** | **13,175.00** | **7,255.75** | | **7,255.75** | **31,530.00** | **17,814.00** | | **17,814.00** | |

## Summary

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **TOTAL** | **279,353.23** | **198,110.00** | **263,031.36** | **200,329.50** | **127,098.21** | | **127,098.21** | **207,183.03** | **91,233.22** | | **91,233.22** |

# Earls Colne Parish Council

11 September 2026 (2026-2027)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PAYMENTS** | | | | | | | | | | | | | | | |
| **Car Park & Convenien** | | | | | | | | | | | | | | | |
| CP Rates | 2,536.03 | 290.40 | 287.00 | 287.00 | 287.00 | | | | | | | | | 1,151.40 | 1,384.63 |
| CP Water | 1,000.00 | | 131.27 | | | 362.55 | | | | | | | | 493.82 | 506.18 |
| CP Electricity | 1,300.00 | 145.94 | 98.39 | 73.58 | 47.94 | 50.09 | | | | | | | | 415.94 | 884.06 |
| CP Insurance | | | | | | | | | | | | | | | |
| Cleaning/Janitorial Supp | 300.00 | | 24.48 | | 12.75 | | | | | | | | | 37.23 | 262.77 |
| CP Maintenance | 1,500.00 | 67.43 | | 26.66 | 50.00 | 69.20 | | | | | | | | 213.29 | 1,286.71 |
| Security Alarm | 150.00 | | | | | | | | | | | | | | 150.00 |
| EV Charging | | | | | | | | | | | | | | | |
| **General Administratio** | | | | | | | | | | | | | | | |
| Stationery Misc | 400.00 | 4.50 | 47.03 | | 106.98 | | | | | | | | | 158.51 | 241.49 |
| Insurance | 5,500.00 | | 5,315.62 | | | | | | | | | | | 5,315.62 | 184.38 |
| Equipment | 500.00 | | | | 36.63 | | | | | | | | | 36.63 | 463.37 |
| Postage | 10.00 | | | | | | | | | | | | | | 10.00 |
| Audit Fee | 1,600.00 | | | | | | | | | | | | | | 1,600.00 |
| Memberships | 2,000.00 | 2,906.13 | | | 47.00 | 50.00 | | | | | | | | 3,003.13 | -1,003.13 |
| Tea/Coffee/Milk | 250.00 | 2.71 | 58.93 | 9.40 | 1.67 | 33.16 | | | | | | | | 105.87 | 144.13 |
| Training | 2,000.00 | 585.00 | 60.00 | 27.00 | | 300.00 | | | | | | | | 972.00 | 1,028.00 |
| Annual Report | | | | | | | | | | | | | | | |
| Neighbourhood Plan | | | | | | | | | | | | | | | |
| S137 | | | | | | | | | | | | | | | |
| Grants to local orgs | 2,000.00 | | | | | | | | | | | | | | 2,000.00 |
| Community Special | 1,600.00 | | | | | | | | | | | | | | 1,600.00 |
| Bank Interest | | | | | | | | | | | | | | | |
| Grants | | 500.00 | | | | | | | | | | | | 500.00 | -500.00 |
| Precept | | | | | | | | | | | | | | | |
| Neighbourhood Plan Gr | | | | | | | | | | | | | | | |
| Devolution Scheme | | | | | | | | | | | | | | | |
| VAT | | | | | | | | | | | | | | | |

# Earls Colne Parish Council

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Website | 650.00 | 62.17 | 194.17 | 62.17 | 62.17 | | | | | | | | | 380.68 | 269.32 |
| Poo Bags | 500.00 | | 59.90 | | 59.90 | | | | | | | | | 119.80 | 380.20 |
| Communications | 650.00 | 66.64 | 66.64 | 66.64 | 66.64 | 66.64 | | | | | | | | 333.20 | 316.80 |
| Computing Hardware | | | | | | | | | | | | | | | |
| Computing Software | 2,200.00 | 337.50 | | | | 888.00 | | | | | | | | 1,225.50 | 974.50 |
| Photocopier | 2,500.00 | | 154.62 | 716.85 | 176.22 | | | | | | | | | 1,047.69 | 1,452.31 |
| Legals | 15,000.00 | | | | | | | | | | | | | | 15,000.00 |
| Section 106 | | | | | | | | | | | | | | | |
| Staff Christmas | | | | | | | | | | | | | | | |
| Inspections | 100.00 | | | | | | | | | | | | | | 100.00 |
| Bank charges | | 15.75 | 19.50 | 22.10 | 18.30 | 17.95 | | | | | | | | 93.60 | -93.60 |
| **Museum** | | | | | | | | | | | | | | | |
| Museum Grant | 1,200.00 | | | | 1,200.00 | | | | | | | | | 1,200.00 | |
| **Projects** | | | | | | | | | | | | | | | |
| Village Hall mural | | | | | | | | | | | | | | | |
| Levelling Up Grant - BD | | | | | | | | | | | | | | | |
| Enovert | | -333.33 | 1,348.33 | | | | | | | | | | | 1,015.00 | -1,015.00 |
| Warm Welcome - EALC | | | | | | | | | | | | | | | |
| **Staff remuneration** | | | | | | | | | | | | | | | |
| Employer NI | 8,724.00 | 1,580.35 | 613.02 | 629.25 | | 592.37 | | | | | | | | 3,414.99 | 5,309.01 |
| Pension Contributions | 13,653.00 | 1,347.01 | 1,375.18 | | 2,650.13 | 37.25 | | | | | | | | 5,409.57 | 8,243.43 |
| Staff Salaries | 88,000.00 | 7,194.16 | 6,294.63 | 6,405.53 | 5,019.22 | 1,153.96 | | | | | | | | 26,067.50 | 61,932.50 |
| **Village Environment** | | | | | | | | | | | | | | | |
| Highways/CCTV | 1,000.00 | | | 22.50 | | 24.98 | | | | | | | | 47.48 | 952.52 |
| Repairs & Maintenance | 500.00 | 268.00 | | 30.00 | 240.00 | 216.50 | | | | | | | | 754.50 | -254.50 |
| Community Worker Equ | 1,500.00 | 16,546.13 | 32.83 | 75.55 | 11.79 | 375.72 | | | | | | | | 17,042.02 | -15,542.02 |
| Fuel | 300.00 | 35.17 | 61.88 | 129.21 | 18.00 | 40.50 | | | | | | | | 284.76 | 15.24 |
| Vehicle Insurance | 675.00 | 260.71 | | | | | | | | | | | | 260.71 | 414.29 |
| Playground Equipment | 1,000.00 | | | | | | | | | | | | | | 1,000.00 |
| Litter Bins | 2,000.00 | | | | 42.00 | | | | | | | | | 42.00 | 1,958.00 |
| Dog bins | 305.00 | | | | | | | | | | | | | | 305.00 |

# Earls Colne Parish Council

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Telephone Kiosk | 500.00 | | | | | | | | | | | | | | 500.00 |
| Water Pump | 200.00 | | | | | | | | | | | | | | 200.00 |
| Allotments | | | | | | | | | | | | | | | |
| Church Clock | 500.00 | | | | | | | | | | | | | | 500.00 |
| Amenity Electric Vehicle | 500.00 | | | 83.81 | | | | | | | | | | 83.81 | 416.19 |
| Defibrillator | 500.00 | | | | | | | | | | | | | | 500.00 |
| Street Lighting Mainten | 3,000.00 | 197.00 | | | | | | | | | | | | 197.00 | 2,803.00 |
| Street lighting Energy | 3,250.00 | | | 95.07 | 173.04 | 185.13 | | | | | | | | 453.24 | 2,796.76 |
| Special Events | 1,000.00 | | | | 525.00 | | | | | | | | | 525.00 | 475.00 |
| Christmas Tree/Carol S | 500.00 | | | | | | | | | | | | | | 500.00 |
| Planting | 500.00 | | | | | | | | | | | | | | 500.00 |
| Trees | 2,000.00 | 295.00 | 370.00 | | | | | | | | | | | 665.00 | 1,335.00 |
| Grass Cutting | | | | | | | | | | | | | | | |
| Allotment Fees | | | | | | | | | | | | | | | |
| Street Cleaning | | 290.64 | | | | | | | | | | | | 290.64 | -290.64 |
| VE Window Cleaning | | | | | | | | | | | | | | | |
| Contractors | | | | | | | | | | | | | | | |
| Sundries | | 26.96 | | 35.13 | | | | | | | | | | 62.09 | -62.09 |
| Memorial | 100.00 | | | | | | | | | | | | | | 100.00 |
| **Village Hall** | | | | | | | | | | | | | | | |
| VH Rates | 1,875.00 | 386.84 | 382.00 | 382.00 | 382.00 | | | | | | | | | 1,532.84 | 342.16 |
| VH Maintenance | 7,500.00 | | 1,247.50 | 2,438.00 | 2,494.32 | | | | | | | | | 6,179.82 | 1,320.18 |
| Hall Hire | | | | | | | | | | | | | | | |
| VH Insurance | | | | | | | | | | | | | | | |
| VH Electricity | 2,700.00 | 501.91 | 184.62 | | 310.74 | | | | | | | | | 997.27 | 1,702.73 |
| Gas | 5,775.00 | 437.75 | 235.12 | 171.51 | 41.36 | 32.32 | | | | | | | | 918.06 | 4,856.94 |
| VH Water | 250.00 | | 203.94 | | | 1,498.40 | | | | | | | | 1,702.34 | -1,452.34 |
| VH Legionella | | | | | | | | | | | | | | | |
| District Councillor Proje | | | | | | | | | | | | | | | |
| Fire Exits/Alarms/Emerg | 1,300.00 | | 690.00 | | 35.09 | 200.00 | | | | | | | | 925.09 | 374.91 |
| Cleaning/Cloakroom Su | 360.00 | 143.08 | 94.30 | | 11.75 | | | | | | | | | 249.13 | 110.87 |

# Earls Colne Parish Council

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Waste Collection | 420.00 | 80.59 | 1,373.94 | | | 51.23 | | | | | | | | 1,505.76 | -1,085.76 |
| License Fees | 150.00 | | | | | | | | | | | | | | 150.00 |
| Refurbishment | | | | | | | | | | | | | | | |
| Stairlift | 300.00 | | | | | | | | | | | | | | 300.00 |
| Contractors | | | | | | | | | | | | | | | |
| Sundries | 250.00 | 95.00 | | | | | | | | | | | | 95.00 | 155.00 |
| Defibrillator Consumabl | 200.00 | 67.99 | | | | | | | | | | | | 67.99 | 132.01 |
| Window Cleaning | 600.00 | | | | | | | | | | | | | | 600.00 |
| Loan Repayment | | | | | | | | | | | | | | | |
| Hall Hire Deposit | | | | | | | | | | | | | | | |
| Community Hub | 1,000.00 | 83.68 | | | 79.93 | | | | | | | | | 163.61 | 836.39 |
| Floors and Windows | 8,000.00 | | | | | | | | | | | | | | 8,000.00 |
| Equipment | 850.00 | | 643.01 | | 2,834.08 | | | | | | | | | 3,477.09 | -2,627.09 |
| | **207,183.03** | **34,488.81** | **21,667.85** | **11,788.96** | **17,041.65** | **6,245.95** | | | | | | | | | |

**Total:** **91,233.22**

**Variance:** **115,949.81**

# Earls Colne Parish Council

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **RECEIPTS** | | | | | | | | | | | | | | | |
| **Car Park & Convenien** | | | | | | | | | | | | | | | |
| CP Rates | | | | | | | | | | | | | | | |
| CP Water | | | | | | | | | | | | | | | |
| CP Electricity | | | | | | | | | | | | | | | |
| CP Insurance | | | | | | | | | | | | | | | |
| Cleaning/Janitorial Supp | | | | | | | | | | | | | | | |
| CP Maintenance | | | | | | | | | | | | | | | |
| Security Alarm | | | | | | | | | | | | | | | |
| EV Charging | | | | | | | | | | | | | | | |
| **General Administratio** | | | | | | | | | | | | | | | |
| Stationery Misc | | | | | | | | | | | | | | | |
| Insurance | | | | | | | | | | | | | | | |
| Equipment | | | | | | | | | | | | | | | |
| Postage | | | | | | | | | | | | | | | |
| Audit Fee | | | | | | | | | | | | | | | |
| Memberships | | | 124.80 | | | | | | | | | | | 124.80 | 124.80 |
| Tea/Coffee/Milk | | | | | | | | | | | | | | | |
| Training | | | | | | | | | | | | | | | |
| Annual Report | | | | | | | | | | | | | | | |
| Neighbourhood Plan | | | | | | | | | | | | | | | |
| S137 | | | | | | | | | | | | | | | |
| Grants to local orgs | | | | | | | | | | | | | | | |
| Community Special | | | | | | | | | | | | | | | |
| Bank Interest | 1,200.00 | | | 394.12 | | | | | | | | | | 394.12 | -805.88 |
| Grants | | 630.44 | 1,405.00 | | | | | | | | | | | 2,035.44 | 2,035.44 |
| Precept | 182,650.00 | 91,325.00 | | | | | | | | | | | | 91,325.00 | -91,325.00 |
| Neighbourhood Plan Gr | | | | | | | | | | | | | | | |
| Devolution Scheme | | | | | | | | | | | | | | | |
| VAT | | | | | 6,182.75 | | | | | | | | | 6,182.75 | 6,182.75 |

# Earls Colne Parish Council

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Website | | | | | | | | | | | | | | | |
| Poo Bags | | | 17.27 | 25.95 | | | | | | | | | | 43.22 | 43.22 |
| Communications | | | | | | | | | | | | | | | |
| Computing Hardware | | | | | | | | | | | | | | | |
| Computing Software | | | | | | | | | | | | | | | |
| Photocopier | | | | | | | | | | | | | | | |
| Legals | | | | | | | | | | | | | | | |
| Section 106 | | | | | | | | | | | | | | | |
| Staff Christmas | | | | | | | | | | | | | | | |
| Inspections | | | | | | | | | | | | | | | |
| Bank charges | | | | 150.00 | 150.00 | | | | | | | | | 300.00 | 300.00 |
| **Museum** | | | | | | | | | | | | | | | |
| Museum Grant | | 211.64 | | | | | | | | | | | | 211.64 | 211.64 |
| **Projects** | | | | | | | | | | | | | | | |
| Village Hall mural | | | | | | | | | | | | | | | |
| Levelling Up Grant - BD | | | | | | | | | | | | | | | |
| Enovert | | | | 15,170.00 | | | | | | | | | | 15,170.00 | 15,170.00 |
| Warm Welcome - EALC | | | | | | | | | | | | | | | |
| **Staff remuneration** | | | | | | | | | | | | | | | |
| Employer NI | | | | | | | | | | | | | | | |
| Pension Contributions | | | | | | | | | | | | | | | |
| Staff Salaries | | | | | | | | | | | | | | | |
| **Village Environment** | | | | | | | | | | | | | | | |
| Highways/CCTV | | | | | | | | | | | | | | | |
| Repairs & Maintenance | | | | | | | | | | | | | | | |
| Community Worker Equ | | | | | | | | | | | | | | | |
| Fuel | | | | | | | | | | | | | | | |
| Vehicle Insurance | | | | | | | | | | | | | | | |
| Playground Equipment | | | | | | | | | | | | | | | |
| Litter Bins | | | | | | | | | | | | | | | |
| Dog bins | | | | | | | | | | | | | | | |

# Earls Colne Parish Council

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Telephone Kiosk | | | | | | | | | | | | | | | |
| Water Pump | | | | | | | | | | | | | | | |
| Allotments | | | | | | | | | | | | | | | |
| Church Clock | | | | | | | | | | | | | | | |
| Amenity Electric Vehicle | | | | | | | | | | | | | | | |
| Defibrillator | | | | | | | | | | | | | | | |
| Street Lighting Maintena | | | | | | | | | | | | | | | |
| Street lighting Energy | | | | | | | | | | | | | | | |
| Special Events | | | | | | | | | | | | | | | |
| Christmas Tree/Carol S | | | | 259.00 | | | | | | | | | | 259.00 | 259.00 |
| Planting | | | | | | | | | | | | | | | |
| Trees | | | | | | | | | | | | | | | |
| Grass Cutting | 94.50 | | | 406.16 | | | | | | | | | | 406.16 | 311.66 |
| Allotment Fees | 10.00 | | | | | | | | | | | | | | -10.00 |
| Street Cleaning | 3,200.00 | | | 3,390.33 | | | | | | | | | | 3,390.33 | 190.33 |
| VE Window Cleaning | | | | | | | | | | | | | | | |
| Contractors | | | | | | | | | | | | | | | |
| Sundries | | | | | | | | | | | | | | | |
| Memorial | | | | | | | | | | | | | | | |
| **Village Hall** | | | | | | | | | | | | | | | |
| VH Rates | | | | | | | | | | | | | | | |
| VH Maintenance | | | | | | | | | | | | | | | |
| Hall Hire | 13,175.00 | 1,351.00 | 2,179.00 | 1,916.00 | 1,734.75 | | 120.00 | | | | | | | 7,300.75 | -5,874.25 |
| VH Insurance | | | | | | | | | | | | | | | |
| VH Electricity | | | | | | | | | | | | | | | |
| Gas | | | | | | | | | | | | | | | |
| VH Water | | | | | | | | | | | | | | | |
| VH Legionella | | | | | | | | | | | | | | | |
| District Councillor Proje | | | | | | | | | | | | | | | |
| Fire Exits/Alarms/Emerg | | | | | | | | | | | | | | | |
| Cleaning/Cloakroom Su | | | | | | | | | | | | | | | |

11 September 2026 (2026-2027)

# Earls Colne Parish Council

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Waste Collection | | | | | | | | | | | | | | | |
| License Fees | | | | | | | | | | | | | | | |
| Refurbishment | | | | | | | | | | | | | | | |
| Stairlift | | | | | | | | | | | | | | | |
| Contractors | | | | | | | | | | | | | | | |
| Sundries | | | | | | | | | | | | | | | |
| Defibrillator Consumabl | | | | | | | | | | | | | | | |
| Window Cleaning | | | | | | | | | | | | | | | |
| Loan Repayment | | | | | | | | | | | | | | | |
| Hall Hire Deposit | | | 100.00 | | -145.00 | | | | | | | | | -45.00 | -45.00 |
| Community Hub | | | | | | | | | | | | | | | |
| Floors and Windows | | | | | | | | | | | | | | | |
| Equipment | | | | | | | | | | | | | | | |
| | **200,329.50** | **93,518.08** | **3,826.07** | **21,711.56** | **7,922.50** | | **120.00** | | | | | | | | |

**Total:** **127,098.21**

**Variance:** **-73,231.29**

**Vice Chair (Planning) Report- September 2026**

Since the last meeting, much of my time has been focused on planning and a number of ongoing village matters.

A Planning Committee has now been established, giving the Council a clearer route for dealing with significant planning applications and proposals, while the Planning Working Group can continue to review more routine applications.

I have also been looking at the emerging Braintree Local Plan proposals, particularly sites EARL2119E1 and EARL2119E2. A draft Parish Council response has been prepared for consideration elsewhere on tonight's agenda. Linked to this, we have also been considering whether a health check of the Earls Colne Neighbourhood Plan would now be useful.

Work has also continued on the remaining Section 106 Outdoor Sports funding for the Recreation Club. A list of potential MUGA equipment and improvements has been put together for consideration, subject to funding availability and eligibility.

Other planning matters, including the Castle and Lowefields, continue to be monitored, alongside the usual applications coming through the village.

My main focus over the coming month will be Braintree District Council's emerging Local Plan and understanding how the proposals may impact on the Earls Colne Neighbourhood Plan.

**Catherine Dennis**
Vice Chair

**E1 & E2 Draft Response from Earls Colne Parish Council**

***The following is a recommendation- to be discussed and agreed by Full Council.***

"Earls Colne Parish Council previously submitted an initial response regarding the amended site areas known as EARL2119E1 and EARL2119E2.

In that response, the Parish Council raised concerns regarding the lack of clarity around the relationship between E1 and E2, their potential housing capacity, the reason for the enlarged site area and the cumulative impact of further development on Earls Colne.

The Parish Council has now considered the matter further and remains concerned that the emerging Local Plan proposals have the potential to conflict with, or materially affect, the recently adopted Earls Colne Neighbourhood Plan.

The Neighbourhood Plan was adopted in 2025 following significant local work and public involvement. It sets out a locally supported framework for the future development of the village, and the Parish Council is concerned that development of the scale potentially represented by EARL2119E1/E2 could materially alter the planned growth, character and infrastructure requirements of Earls Colne.

The Parish Council is therefore considering a health check of the Neighbourhood Plan to better understand how the emerging Local Plan may affect it and whether any areas may require review.

A major concern remains infrastructure capacity. Braintree District Council's own assessment of the amended site proposals identifies that local schools would not have sufficient capacity to accommodate the additional growth. The Parish Council considers this particularly significant and believes it demonstrates that the infrastructure implications of further development in Earls Colne have not yet been satisfactorily resolved.

The Parish Council is also mindful of recent NHS evidence submitted in relation to the Lowefields application (August 2026). This identified an existing primary healthcare floorspace deficit of 464m² across GP practices in the wider area serving and surrounding Earls Colne, including Halstead, Coggeshall, Kelvedon, Finchingfield and Castle Hedingham. Using the NHS planning standard cited in that assessment, this is broadly equivalent to the primary care space required to serve around 6,750 patients, before the impact of any further major development is taken into account.

EARL2119E1 and EARL2119E2 also cannot reasonably be considered in isolation from existing permissions, current applications and other potential development in and around Earls Colne.

Before development of this scale progresses, the Parish Council believes there must be a clear and deliverable strategy demonstrating how additional demand on:

- schools;
- GP and healthcare provision;
- highways and local roads;
- drainage and sewerage;
- utilities;
- public transport; and
- community and recreational infrastructure

would be addressed.

The Parish Council also continues to seek clarity on:

- whether E1 and E2 are alternative options or whether one replaces the other;
- the indicative housing capacity of each site;
- why the area under consideration has been enlarged from the original EARL2119 assessment; and
- the total cumulative level of growth being contemplated for Earls Colne.

The Parish Council recognises the need for Braintree District Council to identify sufficient land to meet its housing requirements. However, substantial additional housing should not progress where the supporting infrastructure has not been demonstrated to be capable of accommodating it.

For these reasons, Earls Colne Parish Council does not support EARL2119E1 or EARL2119E2 progressing as an allocation unless and until the outstanding concerns regarding infrastructure capacity, cumulative impact, scale of development and the relationship with the Earls Colne Neighbourhood Plan have been satisfactorily addressed."

Our ref: 26/01492/CB
Your ref: 26/01492/FUL

**Finance & Commercial Directorate**
**Estates Team**

[redacted]

**EMAIL ONLY**
planning@braintree.gov.uk

Braintree District Council
Causeway House
Bocking End
Braintree CM7 9HB

28 August 2026

Dear Sir / Madam

**Planning Application: 26/01492/FUL**
**Demolition of the existing property and construction of 36 residential units with associated access, parking, landscaping and infrastructure.**

**Woodpeckers Lowefields Earls Colne Essex CO6 2LH**

1.0 Further to a review of the application details the following comments are made in regard to the primary healthcare provision on behalf of the NHS Essex Integrated Care Board (the ICB).

**2.0 Existing healthcare position proximate to the planning application site**

2.1 The proposed development is likely to have an impact on the services of the GP practices which operate within the vicinity of the application site. The Primary Care Network (PCN) that operates within the vicinity of the application site does not have capacity for the additional growth resulting from this development and cumulative development in the area.

2.2 The proposed development will be likely to have an impact on the NHS funding programme for the delivery of primary healthcare provision within this area and specifically within the health catchment of the development. The ICB would therefore expect these impacts to be fully assessed and mitigated.

**3.0 Review of planning application**

3.1 The planning statement submitted in support of the planning application does not assess the impact of the development on healthcare infrastructure capacity or how this impact will be mitigated.

## 4.0 Assessment of development impact on existing healthcare provision

4.1 Although two of the GP practices in the PCN operating in the vicinity of the application site have some capacity, the other surgeries lack capacity. When taken together, the PCN practices do not have capacity to accommodate the additional growth resulting from the proposed development. The development could generate approximately 84 new residents and subsequently increase demand upon existing constrained services.

4.2 The primary healthcare services directly impacted by the proposed development and the current capacity position are shown in Table 1.

**Table 1: Summary of primary healthcare services in Primary Care Network operating in the vicinity of the proposed development**

| GP surgeries | Weighted List Size [1] | NIA ($m^2$) [2] | Capacity [3] needed for current weighted list size | Spare Capacity (NIA $m^2$) [4] |
|---|---|---|---|---|
| Elizabeth Courtauld Surgery | 16,245 | 1,159 | 1,114 | 45 |
| Hedingham Medical Centre | 10,479 | 677 | 719 | -42 |
| Kelvedon & Feering Health Centre | 8,285 | 342 | 568 | -226 |
| The Coggeshall Surgery | 7,894 | 259 | 541 | -282 |
| The Freshford Practice | 9,356 | 621 | 642 | -21 |
| The Pump House Surgery | 8,877 | 671 | 609 | 62 |
| Existing floorspace deficit of 464$m^2$ | | | | |

**Notes:**

1. The weighted list size of the GP Practice based on the Carr-Hill formula; this figure more accurately reflects the need of a practice in terms of resource and space and may be slightly lower or higher than the actual patient list.
2. Current Net Internal Area occupied by the Practice.
3. Based on 120m² per 1750 patients (this is considered the current optimal list size for a single

EARLS COLNE
NEIGHBOURHOOD PLAN

# HEALTH CHECK 2026 - Consideration of a Targeted Review

Consideration of whether the made Neighbourhood Plan (made July 2025) should undergo a targeted health check in light of the emerging Braintree District Local Plan Review to 2043.

**EARLS COLNE PARISH COUNCIL**
**September 2026**

## PURPOSE OF THE HEALTH CHECK

To assess whether the Earls Colne Neighbourhood Plan, made in July 2025, remains fit for purpose in light of significant changes to the strategic planning context since much of its evidence and policy framework was prepared.

**This review considers:**

- Emerging Braintree District Local Plan Review to 2043
- Increased housing requirements
- Potential new development allocations affecting Earls Colne
- Changes to national planning policy
- Cumulative infrastructure pressures
- Whether the supporting evidence remains current

## WHY NOW?

**2023:**
Regulation 14 draft prepared on the assumption of comparatively limited further growth.

**2025:**
Neighbourhood Plan formally made.

**2026:**
Strategic housing requirements and development pressures have changed substantially.

**The adoption date is recent. Some of the evidence and assumptions behind it are several years older.**

## KEY CHANGES: 2023 DRAFT TO 2025 MADE PLAN

| 2023 DRAFT | 2025 MADE PLAN |
|---|---|
| **Growth assumption**<br>Comparatively limited further growth expected. | **Growth context**<br>Plan made in July 2025, after the 2023 draft, while the wider strategic housing and Local Plan position was changing. |
| **ERCOL3**<br>Exception sites to be proportionate in size to Earls Colne. | **ERCOL3**<br>First Homes wording introduced; the explicit proportionality wording in the 2023 draft was no longer included. |
| **Local Green Space**<br>Two designated areas. | **Local Green Space**<br>Additional Ryefields meadow protection added. |
| **Evidence base**<br>Less detailed heritage and flood-risk supporting material. | **Evidence base**<br>Heritage and flood-risk sections strengthened. |

**KEY POINT:** Some policies were strengthened, but the strategic assumptions behind the Plan have changed significantly since the 2023 draft was prepared.

## ERCOL3 – HOUSING & PROPORTIONALITY

| 2023 DRAFT | 2025 MADE PLAN |
| --- | --- |
| **"Exception sites to be proportionate in size to Earls Colne village."**<br>Comparatively limited further growth expected.<br><br>**Original emphasis:**<br>**Development scale should remain proportionate to the settlement.** | **First Homes wording was introduced, and the explicit proportionality wording contained in the 2023 draft was no longer included in the made Plan.**<br><br>**Change:**<br>**National policy terminology was updated, but the proportionality wording disappeared.** |

**WHAT CHANGED?**

**Entry Level Exception Sites were replaced by the First Homes policy framework.**

**WHY IT MATTERS**

**The 2023 wording expressed a clear principle that additional development should remain proportionate to the village.**

**HEALTH CHECK QUESTION**

**Does the loss of the explicit proportionality wording leave a gap in how the Plan addresses the scale and cumulative impact of future development?**

## HOUSING GROWTH & CHANGED ASSUMPTIONS

### WHEN THE PLAN WAS PREPARED

• Comparatively limited further growth was expected.
• Existing Local Plan allocations had largely already come forward.
• The focus was therefore on meeting specific local housing needs.
• The evidence base reflected that growth context.

### THE POSITION NOW

• District housing requirements have increased substantially.
• New allocations are being considered through the Local Plan review.
• E1 / E2 could materially change the scale and pattern of growth around Earls Colne.
• Other committed and proposed developments add to the cumulative picture.
• Infrastructure capacity is therefore a more significant consideration.

**KEY POINT:**
**The Plan was prepared for one growth scenario. Earls Colne may now be facing a very different one.**

## INFRASTRUCTURE – CAN THE VILLAGE ABSORB MORE GROWTH?

### CUMULATIVE IMPACT

• Road and junction capacity
• Schools and early years provision
• GP and health services
• Drainage and sewer capacity
• Utilities
• Parking and village-centre pressure
• Open space and recreation

### THE ISSUE

• Individual developments may each be assessed as acceptable in isolation.

But the real question is:

What happens when all existing, approved, proposed and allocated development is looked at together?

**KEY POINT:**
**The Neighbourhood Plan should be able to consider the combined impact of growth, not just each development in isolation.**

**HEALTH CHECK QUESTION:**
**Do we need stronger wording so future development has to show that Earls Colne's infrastructure can actually cope with the overall level of growth being proposed?**

## LANDSCAPE, SETTLEMENT BOUNDARY & E1/E2.

### WHAT THE PLAN DOES WELL

- Protects landscape character
- Recognises the importance of settlement edges
- Supports biodiversity and green infrastructure
- Protects important open spaces
- Seeks to maintain the character and identity of Earls Colne

### THE PRESSURE NOW

- E1 / E2 could materially alter the existing pattern and extent of growth around Earls Colne.
- Settlement boundaries may come under pressure through the Local Plan review
- Multiple developments could gradually close important landscape gaps
- The combined effect could alter the village's character, setting and sense of separation

**KEY POINT:**

**The landscape policies remain valuable, but they should be tested against updated evidence to see whether they remain sufficiently robust in the face of greater development pressure.**

**HEALTH CHECK QUESTION:**

**Do we need to review the settlement boundary and landscape evidence now, before new Local Plan allocations are fixed?**

## WHAT SHOULD WE KEEP?

### WHAT REMAINS ROBUST?

- Design and village character
- Heritage protection
- Biodiversity and green infrastructure
- Local Green Spaces
- Walking and cycling principles
- Protection of community facilities

### POLICIES THAT MAY NEED UPDATED EVIDENCE

- Housing needs
- Flood risk and drainage
- Landscape evidence
- Infrastructure capacity
- Employment and village-centre evidence
- Movement and parking data

**KEY POINT:**
**Much of the current Neighbourhood Plan remains valuable. The health check should distinguish between policies that remain robust and those where the evidence or wording may need updating.**

**HEALTH CHECK QUESTION:**
**Which policies are still doing exactly what we need them to do, and which ones now need strengthening?**

## RECOMMENDED NEXT STEPS

### AREAS FOR TARGETED REVIEW

- Use the findings of this health check to decide whether a targeted review is needed
- Update the key evidence where circumstances have changed
- Review housing and cumulative-impact wording
- Review landscape and settlement-boundary evidence
- Consider whether infrastructure and drainage requirements need strengthening
- Check the Plan against the emerging Local Plan to 2043

### THIS DOES NOT HAVE TO MEAN A FULL REWRITE

A targeted review could identify:

- policies that can stay exactly as they are
- policies that only need updated evidence
- policies that need small amendments
- any genuinely new policy gaps

**KEY POINT:**

**A targeted review may be more appropriate than a full rewrite, focusing only on areas where circumstances, evidence or policy have materially changed.**

**FINAL QUESTION:**

**Should the Parish Council agree to progress a targeted review of the Neighbourhood Plan, informed by the findings of this health check?**

## HEALTH CHECK CONCLUSION

### OVERALL FINDING

**The Neighbourhood Plan remains valuable and many of its policies are still robust.**

**However, the strategic context, housing pressures and supporting evidence have changed enough to justify considering a targeted review.**

### WHAT A TARGETED REVIEW WOULD FOCUS ON

- **Housing growth and cumulative impact**
- **Infrastructure capacity**
- **Landscape and settlement boundaries**
- **Drainage**
- **Updated supporting evidence**
- **Any policy gaps identified through the health check**

### RECOMMENDED OUTCOME:

**Progress a targeted review of the Neighbourhood Plan, using the findings of this health check as the starting point.**

September Highways revue

Not too much occurring at present, however after a resident mentioned the white lined footpath in Park Lane being missing at places, I have submitted a request to ECC Highways for the area to be re-signed.

I expect that if they do anything it will be just the white lining, which will help, but I’d prefer them to redo the footpath covering, but we’ll see.

Ian Sparks

# EARLS COLNE PARISH COUNCIL
# TREE WARDEN PROTOCOL



## 1. Purpose & Scope

This document establishes the official operational framework for the Tree Warden Scheme managed by Earls Colne Parish Council (the "Parish Council"). The Scheme operates in accordance with recognised good practice and alongside national frameworks, including guidance promoted by The Tree Council, and provides a structured approach to safeguarding, monitoring and championing the parish's local treescape.
The Tree Warden acts as the local "eyes and ears" of the parish, providing an important community-based resource to support the Parish Council in identifying and raising awareness of matters relating to trees, woodlands and the wider local environment. The Tree Warden may also provide information and observations to assist the Parish Council in its consideration of relevant matters and, where appropriate, support liaison with the relevant Principal Authority Tree Officer or other competent authority.

The position of Tree Warden is an internal Parish Council appointment and may only be held by a serving elected or co-opted Councillor of Earls Colne Parish Council. The appointment is made by resolution of the Parish Council and remains subject to the individual continuing to hold office as a Councillor of the Parish Council. The role does not constitute an independent or external community appointment.
The Tree Warden acts in an advisory and supportive capacity and does not have any delegated statutory powers or authority to act on behalf of the Parish Council unless expressly authorised by the Council. Any decisions, representations or actions requiring the exercise of the Parish Council's powers shall remain matters for the Parish Council to determine in accordance with its Standing Orders, Financial Regulations, adopted policies and applicable legislation.

**Legal Status Notice:** Tree Wardens are not employees, qualified arboricultural inspectors, or enforcement officers of the Parish Council. They hold no statutory powers, no legal authority to instruct contractors, and absolutely no automated right of entry onto private land without the explicit, documented consent of the respective landowner.

## 2. Core Authorised Responsibilities (The 'DOs')

The Earls Colne Tree Warden, the 'Tree Warden', is explicitly authorised and encouraged to undertake the following actions:

- **Local Tree Surveying & Mapping**: Documenting ancient, veteran, and notable trees within public boundaries using standard parish templates or designated mobile mapping software.
- **TPO & Conservation Monitoring**: Regularly checking the physical condition of trees protected by Tree Preservation Orders (TPOs) or situated within designated Conservation Areas via public vantage points.
- **Early Warning Reports:** Identifying and systematically reporting visual symptoms of physiological stress, physical vandalism, severe structural damage, or biological pests and pathogens (e.g., Ash Dieback, Oak Processionary Moth).
- **Low-Risk Maintenance:** Undertaking basic, non-mechanical care of newly planted community trees, including hand-watering during dry spells, applying organic mulch, and checking/adjusting plastic tree stakes and guards.
- **Planning Application Alerts**: Reviewing the local planning authority portal for current applications affecting trees and monitoring whether active construction sites are breaching mandatory protective fencing guidelines.
- **Community Engagement**: Leading guided public tree walks, organising local seed-gathering initiatives, and delivering educational presentations to community groups or schools under appropriate supervision.

## 3. Strict Legal & Operational Restrictions (The 'DONTs')

To manage municipal liabilities and protect the Tree Warden's safety, the following activities are strictly prohibited:

- **No Definitive Safety Assessments**: The Tree Warden must never issue formal, written, or verbal safety declarations regarding any tree's structural integrity. Speculative assessments create significant personal and council liability.
- **No Civil Boundary Trespass:** Entry onto private property to inspect, photograph, or maintain trees is strictly illegal unless the landowner has granted unambiguous, recorded permission.
- **No Heavy Machinery Operations:** The operation of chainsaws, woodchippers, rigging equipment, or high-altitude climbing gear is completely prohibited under this volunteer scheme.
- **No Chemical Applications:** Application of pesticides, chemical herbicides, fungicides, or synthetic fertilizers is banned unless the warden holds commercial certification and explicit written authorization from the Parish Clerk.
- **No Resident Dispute Interventions:** The Tree Warden must remain strictly neutral and refuse intervention requests concerning overhanging boughs, leaf litter, root encroachment, or High Hedges disputes between private residents.
- **No Wildlife Disruption**: No maintenance, pruning, or physical clearance may take place

during the peak avian nesting and breeding season (typically March to August inclusive) to guarantee compliance with conservation statutes.

## 4. Incident Reporting & Escalation Pathways

When an incident or hazard is detected, the Tree Warden must adhere to the structured reporting channels below:

| Incident Scenario | Immediate Action Required | Primary Contact Entity |
|---|---|---|
| Immediate Public Safety Hazard (e.g., a split trunk hanging over a public highway, structural failure across a path) | Move to a safe distance. Capture clear photos if safe. Do not attempt traffic control or hazard clearance. | Principal Authority Highways Department / Emergency Services (999) & Parish Clerk |
| Suspected Unauthorised Felling (e.g., active felling of a tree marked with a TPO or inside a Conservation Area) | Log accurate timestamps, contractor names, and vehicle registrations. Do not confront workers or put yourself in danger. | Braintree District Planning Enforcement Officer / Forestry Commission Officer & Parish Clerk |
| Biosecurity & Disease Sightings (e.g., suspected cases of Chalara Ash Dieback or acute oak decline) | Note precise GPS coordinates using digital mapping tool. Take macro photos of affected foliage, bark, or lesions. | Braintree District Tree Officer / Forestry Commission 'Tree Alert' Online Portal |

## 5. Insurance, Health & Safety, and Risk Management

To remain covered under the Parish Council's public liability insurance policy, The Tree Warden must strictly satisfy the following operational criteria:

- Formal Registration: The Tree Warden to be appointed by agreement at Full Council.
- **Mandatory Personal Protective Equipment (PPE):** High-visibility vests/jackets must be worn at all times when surveying near roadsides or public rights of way. Sturdy footwear and durable protective gloves are compulsory for any physical handling.
- **Dynamic Risk Assessments:** Wardens must continuously perform visual dynamic risk assessments. If a working environment poses an immediate threat (e.g., extreme weather, unstable ground, aggressive livestock, or hostile public), operations must be terminated immediately.
- **The Lone Working Directive**: When conducting lone field assessments, the Tree Warden must inform the Parish Clerk of their precise destination, route, and expected return time.

# EARLS COLNE VILLAGE LITTER BINS – September 2026

## 1. LITTER BIN OPTIONS

Three options are presented for consideration. In selecting a preferred bin, consideration should not be based simply upon the initial purchase price. ECPC should also consider:

- appearance and suitability for the character of the village;
- durability and anticipated working life;
- capacity;
- construction and robustness;
- maintenance requirements;
- resistance to weather, damage and vandalism; and
- whole-life value for money.

These are pieces of street furniture which may remain in prominent village locations for many years. **Aesthetic quality is therefore a legitimate and important part of the decision.**

### ➢ OPTION A – GLASDON JUBILEE 110

**£431.60 per bin**
**Capacity:** 110 litres
**Weight:** 28kg
**Construction:** Durapol® body and door with zinc-coated steel liner
**Features**

- Domed hood
- Four apertures
- Anti-flyposting finish
- Robust interlocking slam-shut door
- Concealed knuckle hinge
- Keyed lock
- Liner tray
- Zinc-coated steel liner
- Fully recyclable at the end of its life

**Assessment**
Option A is a robust, established litter-bin design providing good capacity and several practical features. At £431.60, it represents the middle option in terms of price and sits between Options B and C in terms of capacity.

- **OPTION B – NBB RECYCLED FURNITURE COPPERFIELD**

**£400.00 per bin**
**Capacity:** 90 litres
**Weight:** 12.4kg
**Construction:** 100% recycled plastic

**Assessment**
Option B is the least expensive of the three options and has the benefit of being manufactured from 100% recycled plastic. However, it also has the smallest capacity of the three options.

Its recycled-plastic construction and overall appearance should also be considered against the locations in which these bins will be installed and ECPC's wider objective of improving the appearance of the village's public spaces.

The financial saving is relatively modest:

- only £31.60 per bin compared with Option A; and
- £75 per bin compared with Option C.

Purchase price alone should therefore not determine the preferred option.

- **OPTION C – RECYCLING BINS DIRECT – DERBY RANGE**

**£475.00 per bin**
**Capacity:** 120 litres
**Weight:** 65kg
**Construction:** Heavy-duty galvanised and stainless steel

**Features**

- 120-litre capacity
- Four posting apertures
- Flat top
- 2mm galvanised-steel construction
- Heavy-duty front-opening door

- 4mm galvanised-steel base
- 0.7mm galvanised-steel liner with safety edge and handles
- 10mm heavy-duty stainless-steel pivot hinge
- Stainless-steel slam-lock mechanism
- Hexagonal key-operated heavy-duty lock
- Stainless-steel keyhole protectors
- Angled litter-direction plates
- Corrosion-resistant construction
- Designed for external public use

The manufacturer also highlights the durability of the Derby Range's door-bar hinge system, stating that the design has been used throughout the UK for more than 25 years without a door being forcibly removed.

**Assessment**
Option C provides the largest capacity and most substantial construction of the three options. Importantly, it is also considered to be the most aesthetically pleasing of the three designs.

It has the appearance of high-quality street furniture rather than simply a functional waste receptacle. This is particularly relevant for bins situated within the High Street, Village Greens and other prominent locations.

If ECPC is seeking to improve the overall appearance of the village, the appearance of new street furniture should form part of the assessment alongside durability, functionality and price.

## 2. COMPARISON OF OPTIONS

| | Option A – Glasdon | Option B – NBB | Option C – Derby |
|---|---|---|---|
| **Price per bin** | £431.60 | £400.00 | £475.00 |
| **Capacity** | 110L | 90L | **120L** |
| **Weight** | 28kg | 12.4kg | 65kg |
| **Primary construction** | Durapol® | Recycled plastic | **Galvanised/stainless steel** |
| **Four apertures** | Yes | — | Yes |

| | Option A – Glasdon | Option B – NBB | Option C – Derby |
|---|---|---|---|
| **Aesthetic assessment** | Good | Functional | **Strongest** |
| **Relative robustness** | Good | Standard | **Heavy duty** |

## 3. PROPOSED OPTION – OPTION C

On balance, **Option C – the Derby Range – is recommended as the preferred ECPC litter bin**.

Although it has the highest initial purchase price, the difference between the three products is relatively small. Option C costs:

- **£43.40 more per bin than Option A**; and
- **£75 more per bin than Option B**.

For that additional expenditure, ECPC obtains:

- the largest capacity at 120 litres;
- substantial galvanised and stainless-steel construction;
- heavy-duty hinges and locking mechanisms;
- a design intended for long-term external public use; and
- importantly, the design considered the most aesthetically appropriate for the village.

If a bin remains in service for ten years, the £75 additional purchase price over Option B equates to just £7.50 per year. It would therefore be difficult to justify selecting a materially less attractive or lower-capacity product purely to achieve a relatively small saving at the point of purchase. Value for money should be judged over the life of the asset, not simply by selecting the lowest initial price.

## 4. WHICH EXISTING BINS SHOULD BE REPLACED?

**Appendix 2** records 35 existing bins across the village. Following review, it is proposed that only 8 of these bins are replaced at this stage. The remaining 27 bins would be retained. This is important because the proposal is not seeking wholesale replacement simply to achieve uniformity.

**Proposed Replacements**

| Location | Recommendation |
|---|---|
| High Street / Kofi | **REPLACE** |
| High Street / Library | **REPLACE** |
| Nonancourt Way Play Area | **REPLACE** |
| Village Green 1 | **REPLACE** |
| Village Green 2 | **REPLACE** |
| High Street – Charity Shop | **REPLACE** |

| Location | Recommendation |
| --- | --- |
| High Street – Co-op 1 | **REPLACE** |
| Queens Road Play Area – outside | **REPLACE** |

All other bins identified within Appendix 2 are proposed to remain at this stage.

## 5. RATIONALE FOR SELECTIVE REPLACEMENT

The assessment of an existing bin should not be reduced simply to whether it remains physically capable of holding rubbish. Street furniture has both a **functional and visual role** within the public realm.

Reasonable considerations include:

- condition;
- remaining useful life;
- capacity;
- location;
- appearance;
- ease of maintenance;
- suitability for its surroundings; and
- compatibility with other future proposed improvements being made within the area.

Particular consideration has been given to bins situated within the **High Street and North and South Village Greens**.

These are amongst the most prominent and frequently encountered public spaces in Earls Colne and contribute disproportionately to the impression residents and visitors form of the village.

There is little benefit in investing in new planting, planters, benches, noticeboards and other public-realm improvements if visibly poor or inappropriate street furniture remains immediately alongside them.

Similarly, the external bin at Queens Road Play Area and the identified bin at Nonancourt Way Play Area should be considered within the context of maintaining welcoming and appropriately presented community spaces.

The fact that 27 of the 35 bins have deliberately not been recommended for replacement demonstrates that the proposal has been selective and proportionate. The objective is improvement where improvement is justified – not replacement for replacement's sake.

## 6. COST OF THE PROPOSED PROGRAMME

The purchase cost of replacing the eight identified bins would be:

| Option | Cost per Bin | Cost for 8 Bins |
|---|---|---|
| Option A – Glasdon | £431.60 | £3,452.80 |
| Option B – NBB | £400.00 | £3,200.00 |
| **Option C – Derby** | **£475.00** | **£3,800.00** |

The difference between purchasing eight of the cheapest Option B bins and eight of the preferred Option C bins is therefore only: **£600** For that additional £600 across the entire programme, ECPC would obtain the preferred aesthetic design, an additional 30 litres of capacity per bin compared with Option B and substantially heavier-duty metal construction.

Spread across eight long-term assets, the premium represents only £75 per bin. If those assets remain in use for ten years, the additional cost amounts to £7.50 per bin per year compared with Option B. This should be considered in the context of the overall quality and longevity of the investment.

## 7. FUNDING

ECPC has already allocated £1,958 within its 2026/27 budget for litter bins.

The proposed eight-bin programme using Option C would cost £3,800

Section 106 funding may also be available to meet eligible expenditure associated with the replacement of the bins. This creates an opportunity for ECPC to consider not merely how the bins can be funded, but how the different funding sources available to the Council can be used to achieve the greatest overall benefit for the village.

## 8. MAXIMISING THE BENEFIT OF AVAILABLE FUNDING

Rather than automatically using the existing £1,958 ECPC litter-bin budget towards the purchase of the bins, it is proposed that ECPC first establishes whether the full eligible cost of the eight replacements can be met from available Section 106 funding.

If the full £3,800 is eligible, the potential position would be:

- **Option 1 – Combine ECPC and S106 Funding for Bins**

  £1,958 ECPC budget plus £1,842 S106 funding = £3,800 for eight bins

This delivers one improvement programme.

- **Option 2 – Maximise S106 Funding**

  £3,800 eligible S106 funding = eight replacement bins

  PLUS

  £1,958 existing ECPC budget = potentially available for another village improvement, subject to the Council's financial regulations, budget restrictions and formal approval. This potentially allows the same available resources to deliver two visible village improvements rather than one.

## 9. VILLAGE HALL

If the full eligible cost of the bins can be met through S106 funding, ECPC should consider whether the existing £1,958 litter-bin budget allocation could be reallocated towards repainting the main Village Hall, subject to the appropriate financial and governance requirements. The Village Hall is another highly visible public building, and its internal appearance contributes significantly to the overall presentation of the village.

The potential combined programme would therefore be:

Eight high-quality replacement bins – funded through eligible S106 monies

PLUS

Up to £1,958 towards repainting the main Village Hall – from the existing ECPC budget allocation

Rather than viewing each improvement and each funding source in isolation, this provides an opportunity to consider the public realm as a whole. The principle is straightforward:

Where external funding is legitimately available for an identified project, ECPC should seek to maximise its use and consider whether its own allocated resources can consequently deliver an additional benefit elsewhere in the village.

This could allow up to £5,758 of village improvements to be delivered from the two funding sources, subject to eligibility and approval.

## 10. FUTURE APPROACH

Approval of Option C as the preferred design does not mean that the remaining 27 bins should subsequently be replaced simply to create uniformity. The existing bins can continue to be used while they remain serviceable and appropriate.

As individual bins subsequently deteriorate or require replacement, the agreed ECPC design could be introduced progressively. Over time, this would produce a more consistent and attractive appearance without premature disposal of serviceable assets or unnecessary expenditure. This represents a sensible approach to long-term asset management.

## 11. CONCLUSION

This is a modest, targeted and proportionate proposal. Since February 2026, ECPC has publicly stated that it intends to address the bins across the village. Residents can therefore reasonably expect that this commitment will progress to visible action.

Using the preferred Option C, the purchase cost would be £3,800, only £600 more across the entire programme than selecting the cheapest of the three alternatives. In return, the village would receive a higher-capacity, extremely robust and more aesthetically pleasing piece of street furniture appropriate for prominent public locations.

Furthermore, by making appropriate use of available S106 funding, there is the potential not only to deliver the litter-bin improvements but also to preserve the existing £1,958 ECPC budget provision for another visible village improvement – potentially the repainting of the main Village Hall.

The opportunity should therefore be viewed as part of a wider and coordinated improvement of Earls Colne's public realm.

Individually, bins, planting, benches, noticeboards and the appearance of public buildings may appear to be relatively small matters. Collectively, however, they determine whether a village looks well maintained, welcoming and cared for.

This proposal provides ECPC with an achievable opportunity to demonstrate to residents that the public spaces across Earls Colne are receiving the appropriate and well-deserved attention.

## APPENDIX 1 – ARTICLES A & B

**VILLAGE BINS**

All 37 village bins will shortly undergo a thorough cleaning and maintenance inspection.

The objective includes replacing the bins situated on the Village Green, along with any others that are beyond repair. Additionally, if necessary, the bins will be repainted to improve the village's overall appearance.

We are currently in discussions with BDC to potentially increase the number of bins and dog waste bins. Stay tuned for updates!

**Article A – February 2026**

**Article B – May 2026**

**PLANTING COMMITTEE & EC IN BLOOM**

Plans for the improvements to the Village Greens are progressing with the hope that new planters, and colour togther with a new noticeboard, bins and upkeep and or replacement of the Benches will happen very soon .

These demonstrate ECPC's previously publicised intention to inspect, maintain and, where appropriate, replace litter bins across the village.

## APPENDIX 2 – EXISTING VILLAGE BINS

| Date | | Location |
|---|---|---|
| Jan-26 |  | Tey Road Play Area |
| Jan-26 |  | Tey Road |

| | | |
|---|---|---|
| Jan-26 |  | Lower Holt Street |
| Jan-26 |  | Upper Holt Street |

| | | |
|---|---|---|
| Jan-26 |  | Park Lane Corner |
| Jan-26 |  | Memorial Garden |

| | | |
|---|---|---|
| Jan-26 |  | Primary School Park Lane |
| Jan-26 |  | Causeway |

| | | |
|---|---|---|
| Jan-26 |  | Church/War Memorial |
| Jan-26 |  | High Street/Kofi |

| | | |
|---|---|---|
| Jan-26 |   | High Street/Library |
| Jan-26 |  | Massingham Drive/Atlas Work Gnds |

| | | |
|---|---|---|
| Jan-26 |  | Reuben Walk Play Area |
| Jan-26 |  | Nonancourt Way Play Area |

| | | |
|---|---|---|
| Jan-26 |  | Massingham Drive |
| Jan-26 |  | Baptist Church/ End High Street |

| | | |
|---|---|---|
| Jan-26 |  | Station Road/ Atlas Road |
| Jan-26 |  | De Vere Road |

| | | |
|---|---|---|
| Jan-26 |  | De Vere Road - Play Area |
| Jan-26 |  | De Vere Road - Play Area |

| | | |
|---|---|---|
| Jan-26 |  | Millenium Green |
| Jan-26 |  | Halstead Rd (opp Kennels) |

| | | |
|---|---|---|
| Jan-26 |  | The Spinney |
| Jan-26 |  | Rec Club |

| | | |
|---|---|---|
| Jan-26 |  | rec Club Play Area |
| Jan-26 |  | Village Green 1 |

| | | |
|---|---|---|
| Jan-26 |  | Village Green 2 |
| Jan-26 |  | High Street (By Charity Shop) |

| | | |
|---|---|---|
| Jan-26 |  | High Street (Coop) 1 |
| Jan-26 |  | High Street (Coop) 2 |

| | | |
|---|---|---|
| Jan-26 |  | Queens Road Play Area (outside) |
| Jan-26 |  | Queens Road Play Area (inside) |

| | | |
|---|---|---|
| Jan-26 |  | Queens Road Play Area (inside) 2 |
| Jan-26 |  | Car Park/ Workshop |

| | | |
|---|---|---|
| Jan-26 |  | Car Park/ Workshop |

The January 2026 schedule records the existing bins reviewed for this proposal and identifies the eight proposed for replacement.

**Note:** Recently installed bins fall outside the scope of this assessment.

E C Village Hall Long Term Plan 2026/27 (Summary) updated 4.9.26

File :- ECPCHALLlongtermSEPTEMBERSummary2026.

**SEPTEMBER SUMMARY**

Future Action Points, items of concern and current activities. This is the September 2026 summary version of a continuing progression of the original document that was prepared to support budget requests. Changes since the last report are shown in red.

We believe this document should be read and understood by all Councillors as they are all responsible for the Hall even though we have a delegated VH team.
The hall has suffered from many years of underspend on maintenance and care. Many areas and fittings are tired and dated. There are also some areas of major concern.
We believe that the Council as a whole needs to understand this and view the budget in the round. Would "your" budget be better spent elsewhere?
The team also strongly believe that the hall is under-used. We feel that it's a bit of a financial nightmare and that we should be making better use of it's earning potential by making it more attractive to hirers.
We have attempted to put a value on most remedial actions. In some cases, because the scale of the problem is as yet unknown, they are best guess.

**The accuracy of the guess is unimportant, but the fact that there is a financial implication isn't.**

Effectively, this is the "latest news" version of the Hall Management Team's task check list.

**External Works (Inherited project)**
The contractor has accepted our proposals on how to clear up outstanding works and agreed a final settlement. That has been paid and we await his attendance. We need to chase this.
The project to replace the front windows will be the next task.

**Hall Hirer Access.**
An electronic key safe for the main door has been received. We plan to put this into operation during September. The existing safe might be moved to the rear door, or retained as an emergency reserve.
We may eventually need to provide an electronic lock at the rear entrance. The keys of the existing lock have been found and more copies procured. The door now closes correctly so it could be used as a routine access point for hirers of the Small Hall. We may also need to consider getting a key lock fitted to the double fire doors in the lobby.

**Main Electrical Supply Board.**
We have been advised that we should consider an update to the main supply board to MCB/RCD, a more up-to-date, and safer, unit that should see us safe from major changes for at least 10 years.
Currently, we just meet regulations but after the anticipated updating of the regs, we won't. The Fire Inspector called for fireproof cabinets. This upgrade provides them. We feel that electrical safety items should be done sooner

than later. At best, we have to do this within two years so, even if we ignore the Fire Inspector's advice, we need to be either putting money away or just doing it.
The H&S survey revealed that the board needs to be 1. more secure and 2. have a 30 minute fire protection enclosure. The electrical upgrade provides the fire proofing and we will be fitting a lock to prevent unauthorised access.
This is a September agenda item.

**Office and Clerk Security**

We need to look at the safety and security of the Clerks. We need a better camera entry system. The cameras purchased by the previous admin are record only. They may have their uses but entry security isn't one of them.
The office door needs beefing up, the glass needs to be replaced or security filmed, the lock should be controllable by the clerk from the desk and we should probably look at installing a panic alarm.
The H&S survey also raised this issue and. Resolution of this is now back with the VH team and we consider this an urgent item.
Estimated Cost £ 3k

**Chamber Street Door**

The closing and latching of the door needs to be addressed from a security point of view. The door erratic door latching has been resolved.
H&S have suggested that this door might need to be adapted so that it can be used as a fire escape when the bar is in use.
Low priority.
We may need to make access from the stairs into the Chamber a coded lock option that the Clerks can control via the intercom system. Any modifications will need to take account of the fact that this is also a fire escape.
Responsibility for the resolution of this has recently returned to the VH team.
Known Estimated Cost £300.00* Expenditure Agreed by Full Council

**Floor Washing machines**

We now have a decent machines that wash, pick up and dry.
There is a health and safety issue here. We have users who lay on the floor. We need to take account of that and have a timetable for floor cleaning that takes account of the hirers who need very clean floors.
We plan to commission the machine and train the operators in September.

**Notice Boards.**

The damaged paintwork shows us that we need notice Boards in order to satisfy the need for posters and notices whilst avoiding damage to walls.
This project would need to precede painting.
We suggest that we use the simple "click" type with round corners.
A4 are £4.99 and A3 are £6.50. There might be a case for A2 too. Each site will need an individual approach. Estimated cost includes paying for fitting.
May 2026 agenda item for 4 x A3 boards (already purchased) was approved along with further expenditure to a total of £300.00.
We also need to tidy up existing statutory notices. This plan will include providing frames for them all. H&S have also requested more No Smoking signs.
The prohibition of sticking anything to the walls will be added to the Hall Hirers conditions of Hire.
Fitting of these is on the Community Worker task list

**Split the Kitchen**

In conjunction with splitting the halls, (see below) access to the kitchen should be just that, and not a through passage. If necessary, we can overcome the difficulty of the hirers having access to drinking water by providing bottled water. Locking the kitchen also means that hirers don't have access to the hall that they are not hiring. This measure also helps with efforts to make the caretaker efficient.

It needs to be done, for security purposes and to prevent access to a kitchen via "the back door" or access to either hall via the kitchen.

Push button coded locks have been received.

H&S advice is that we also need to restrict access by children. We believe that the combination operated latches achieve this.

These locks are easily and quickly opened in the case of emergency exit.

The locks have been received and the fitting of them is on the CW task list.

**Split the Halls**

We have started to use the divider in the lobby. A lock has been procured. Operation of the doors has been improved so, although not perfect, are usable.

If we can be sure that the toilets for each hall are only used by the respective hirers and that the others are not, the caretaker can apply their efforts proportionately and we can make better use of the available hours. We would have better control over their activities and the hours worked would be more efficient.

Each hall already has it's own doorbell.

This plan means that we would need to ask Small Hall users to enter via the back door and then temporarily disable (for the period of hire) the panic bars on the double doors to the lobby. This raises a security issue. The hirers will need educating.

We need to make clear to hirers of the Small Hall that Large Hall hirers might access "their" area, using the key safes, in order to access the light switches in the lobby. We may be able to just ask small hall hirers to switch off the lights in the main hall.

We may need to consider raising the height of the barrier above the folding doors for security reasons. That might also reduce the sound transmission between the two halls.

The divider glass needs safety film.

6. Rectify the Rear Hall Door locking system.

The lower bolt drags on the ground and it is difficult to close correctly. This causes a security issue because the user of the hall may not be strong enough to correctly close the door. Our CW's have adjusted the mechanism and it now closes and locks correctly.

A pull handle and a Closing Procedure notice have been added to the door.

3. Main Hall front doors

There is a history of doors being left open/unlatched.

The CW's have reviewed the doors and concluded that if the recently added instructions are followed, there is no problem. The new pull handles have helped. Hirers will be reminded to follow the instructions. If we experience more problems we may need to resort to financial implications for the errant hirers.

ACTION PLAN ITEMS - H&S

Not a full list.  The H&S report has yet to be assessed and the Risk Assessments have yet to be seen

1. Clerk office window filming.
2. PAT Testing.  Probably September
3. Stair Lift Servicing - Completed.
4. Redundant dance mats (not ours) are gone.
5. Safety Tape on Stage Stairs and Bar Seating area margin. Low Priority
6. Check that the Stage lighting documentation is complete. It is.
7. Steps to stage need gates.  Low Priority.
8. Bar fridge freezer move to glass washer area. Actioned.
9. Remove glass wash area door. Possibly a job for CW/Handyman
10. Non slip mats for bar top. Supplied in early June.  Thank you to The Drum PH in Earls Colne.
11. Foyer "box office" glass filming. Low priority.
12. Small Hall stairs to stage need gates. Low priority
13. Electronic lock project to be progressed in September. Main door lock received. Keys procured for rear doors.
14. Replace childproof inserts in electrical sockets. All low level sockets are now protected. The kitchen ones, on the assumption that it's only infants at risk, will not be done. NB that UK sockets are inherently safe anyway.  The infants at risk would need tools to open the shutters to expose live contacts.
15. Fit code operated locks to both end of the kitchen. Locks received.
16. Rearrange shelves in COSSH cupboard.  More storage lower down and none above head height. Storage for floor washing machines attachments is needed.

ACTION PLAN ITEMS - FIRE  Some questions to H&S and the author of the report remain unanswered at present.

1. Front RH fire door operation   A pull handle and an operating instruction notice have been fitted. This will be monitored.
2. Gas Meter cupboard needs a Fire Key, not a keysafe lock. Lock received. Planned for September as a CW task.
3. Cooker gas and electrical tests.   Sibley consulted in June. Visit tba.
4. Cooker hood filters.  Councillor to Clean.
5. Extract system Services:- 1 x kitchen, 1 x Glass wash area, 1 x Main Hall, 1 x Toilets. Sibleys can do all except the Main Hall one. Date tba.
6. Move Fire Assembly Point sign.  H&S have resolved this.
7. All fire door brush seals
8. Main Hall PA PAT testing? Same time as everything else, probably September.
9. Remove bump stop on Main Hall entrance from Foyer.  This was put in place because the closer is rather fierce.  We have added this to the list of jobs that the CW's might be able to tackle.  There will be a spare closer when the glass washer area door is removed.  If it can't be adjusted to close softly, we will need to change to conventional closers.  Estimated £400.00
10. Fireproofing of Stage Curtains.   Investigate and remedy if needed. Some research has been done.  Supplier of materials identified.

END of Report

ECPCHALLlongterm2026

Clerk to the Council
Sarah Gaeta

# REQUEST FOR ITEMS ON THE AGENDA

**Sections shaded Blue to be completed by the requesting member**
**Sections unshaded to be completed by the Proper Officer or their delegate**

| | |
|---|---|
| **Item topic** | Earls Colne Heritage Museum |
| **Advisory Group/Committee recommendation?** | No |
| **Proposed by** | Ian Sparks |
| **Seconded by (if known)** | |
| **Proposed outcome – i.e. discussion, decision *** | The item to be discussed and decision to be voted on<br><br>For debate and decision at September meeting |
| **If motion, please indicate required wording *** | To agree to the ECHM hiring the Village Hall, small, during the renovations of the Museum. |
| **Background (provided by the proposer)** | Part 1……The ECHM is to have renovations starting in November 2026 which will last for approx. one year. The Museum is a great asset to the Community and should be supported. They wish to have use of the small Village Hall for this period via a pop-up display starting on the first Monday of November, the 2nd, from 12 noon till 4pm.<br><br>Part2………They obviously have a restricted budget and I propose that ECPC agree to pay their hire fee for the period.<br><br>Part 3………The ECHM are willing to participate within the Village Hall hiring scheme by organising talks to groups who use the Village Hall, ie the warm hub, café etc as recognition of their commitment. |
| **Background (provided by the Proper Officer)** | |
| **Financial implication (anticipated by the proposer)** | Covering the cost of the hiring, either by a free use grant or by a grant of the cost from ECPC funds. |

| | |
|---|---|
| **Financial implication (anticipated by the Proper Officer)** | |
| **Legal implications** | |
| **Proposer's signature** | Ian Sparks |

**Explanatory Notes:**
* 1. If discussion is required before a decision and the proposer is not clear on what the outcome of discussions may be, please indicate 'to discuss and decide' - a motion will then be formulated at the meeting;
* 2. If discussion or consideration is required *without* a decision, please indicate 'to discuss', 'to consider' etc;
* 3. If a decision is sought and a motion required (for example, a recommendation by a committee), please indicate this.

<u>Standing Orders 9 and 10 apply to notices of motion:</u>

**9. Motions for a meeting that require written notice to be given to the Proper Officer**

A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer <u>at least five clear days</u> before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

**10. Motions at a meeting that do not require written notice**

a. The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;
ii. to move to a vote;
iii. to defer consideration of a motion;
iv. to refer a motion to a particular Committee or sub-Committee;
v. to appoint a person to preside at a meeting;
vi. to change the order of business on the agenda;
vii. to proceed to the next business on the agenda;
viii. to require a written report;
ix. to appoint a Committee or sub-Committee and their members;
x. to extend the time limits for speaking;
xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
xii. to not hear further from a Councillor or a member of the public;
xiii. to exclude a Councillor or member of the public for disorderly conduct;
xiv. to temporarily suspend the meeting;
xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
xvi. to adjourn the meeting; or
xvii. to close a meeting.